

**HUMAN RESOURCES OFFICE  
CALIFORNIA NATIONAL GUARD  
P.O. BOX 269101  
SACRAMENTO, CA 95826-9101**

**ARMY TECHNICIAN VACANCY ANNOUNCEMENT #05-041**

**Management Assistant  
70101000  
GS-0344-07  
\$35,614 - \$46,299 pa**

**ANNOUNCEMENT DATE:** 24 January 2005  
**CLOSING DATE:** 1 March 2005

**SELECTING OFFICIAL:** Surface Maintenance Manager

**APPOINTMENT FEATURES:** Excepted Service  
Warrant Officer/Enlisted Grade

**POSITION LOCATION:** Surface Maintenance Office – JFHQ  
Sacramento, CA

This position is located in the ARNG Maintenance Analysis Section, Technical Operations Branch, Surface Maintenance Office. Its purpose is to review and analyze maintenance data, prepare reports and exercise oversight over a variety of maintenance programs.

1. **AREA OF CONSIDERATION:** Statewide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army National Guard.

2. **CONDITIONS OF EMPLOYMENT:** a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

3. **MILITARY GRADE AVAILABLE:** WARRANT OFFICER GRADE THROUGH CW4/ENLISTED GRADE THROUGH E-8. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN WARRANT OFFICER THROUGH CW4/ENLISTED GRADE THROUGH E-8 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

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**NOTICE:** All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

**4. QUALIFICATION REQUIREMENTS:**

a. **General:** Administrative or clerical experience such as: Applying guidelines, rules and regulations to assignments, composing correspondence, searching for and compiling information and data, and records administration.

b. **Specialized:** Must have 12 months experience which included the review of forms to determine if they are essential, can be simplified consolidated with existing forms, or standardized for wider use; and experience which required monitoring and coordinating administrative and processing work of subordinate elements through a system of internal controls, production or progress reporting; clerical, administrative or technical experience which provided a knowledge of the organization, the functions it performs and which demonstrates that the candidate has the ability to collect, organize, and interpret information including statistical material; and experience in conducting studies to evaluate and determine regulatory compliance, experience must demonstrate knowledge of regulations, and administrative procedures involved in assessing and assuring compliance.

**CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.**

c. **Substitution of Education for Specialized Experience:** For the first six months of specialized experience, study successfully completed in a resident school above the high school level may be substituted at the rate of one academic year of study for six months of specialized experience, provided the study included at least 6 semester hours in subjects closely related to the personnel field. Such subjects include: English composition; public administration; statistics or other courses where primary emphasis is on writing skills.

**TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED**

**5. KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made:

a. Ability to conduct studies of existing forms to detect and eliminate unnecessary and obsolete ones, to combine and consolidate forms to reduce the number of operations performed in using them.

b. Knowledge of guidelines, methods, precedents and techniques applicable to the specific programs or phases relative to the position.

c. Ability to conduct studies, prepare reports, and make suggested changes to eliminate ineffective operations.

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- d. General knowledge of functions of the organization.
- e. Ability to review reports, to eliminate, combine, or improve them; to reduce or increase the frequency of their submission, and compare the costs or report's preparation against established reporting requirements.

**SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN WO: BR 91/92; ENL: CMF 35, 63, 71, 92.**

**MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.**

**INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.**

**SUBMIT APPLICATIONS TO THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.**

***\*ALL APPLICATIONS MUST BE SIGNED & DATED\****

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.**

**FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.**

**PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY/MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

**OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.**